



STATE OF WASHINGTON

Department of Archaeology and Historic Preservation

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(360) 586-3065 • Fax Number (360) 586-3067

Contract No: FY17-61017-004

Amendment A

The Department of Archaeology and Historic Preservation, the DEPARTMENT, and the City of Everett, the GRANTEE, hereby mutually agree to amend Grant FY17-61017-004 to extend the date of expiration from August 31, 2017 to August 31, 2018, change the budget from \$15,000 to \$16,000, and added to paragraph 1 new section F. DEPARTMENT will provide timely comments within 2 weeks.

Expiration Date currently reads: August 31, 2017

Per this Amendment A Expiration Date shall read: August 31, 2018

Budget shall now read \$16,000. An increase of \$1,000.00.

Scope shall now read F. Section 1. DEPARTMENT RESPONSIBILITIES The DEPARTMENT shall provide the GRANTEE with comments in a timely manner. (2 weeks maximum.)

No further time extensions are available and no modification of the grant expiration date may be made beyond August 31, 2018.

The DEPARTMENT acknowledges and approves the requested changes by the GRANTEE for the above change to the expiration date of the grant. This amendment does change the total value of the let grant amount awarded by the DEPARTMENT to the GRANTEE from \$15,000 to \$16,000. All other conditions of the grant as set forth in the body of the grant and amended herein by Amendment A apply.

Department:By: 

Allyson Brooks

Director _____

Title _____

Grantee:By: 

Title _____

Date: 8/15/17Date: 8/15/2017

APPROVED AS TO FORM

ATTEST: 

City Clerk

DEPARTMENT OF ARCHAEOLOGY & HISTORIC PRESERVATION

Protect the Past, Shape the Future

ATTACHMENT 2

Scope of Work

The GRANTEE shall conduct the following activities:

A. CITY OF EVERETT DOWNTOWN BUILDING ASSESSMENT AND WORKSHOP:

1. The BUILDING ASSESSMENT area shall be within the Hewitt Avenue National Register Historic District or may include buildings listed in the Everett Register, within the downtown core.
 - a) CRITERIA: Assessed buildings shall be contributing to the district or potentially contributing (if the proposed improvements to a non-contributing building may result in a contributing building).
 - b) Assessment may be limited to the front elevation or most prominent public side of the building.
 - c) Assessment shall address the cleaning, repair, rehabilitation, or restoration of historic materials and features consistent with the Secretary of the Interior's *Standards for the Treatment of Historic Properties* and applicable Preservation Briefs.
 - d) A minimum of 10 buildings (negotiable) shall be assessed and an illustrated written report of the findings provided by the contractor. The report shall be geared to a public audience.
 - e) One public workshop shall be held to deliver the findings of the contractor and to provide education about historic materials to building owners. The contractor shall be the main speaker at the workshop and shall afford the public an opportunity to answer questions about the assessment.
 - f) The assessment report shall be presented in a graphically pleasing format, the goal of which is to engage a broad public audience.

B. PROJECT MANAGER: The GRANTEE shall ensure that the personnel directing the assessment meet the professional qualifications in 36 CFR 61, Appendix A for **Historic Architecture**. The personnel must be procured using a competitive process as outlined in the Historic Preservation Fund Grants Manual, October 1997, see Attachment #7. **Before final selection, the GRANTEE shall afford the DEPARTMENT an opportunity to review and approve candidates for the historic preservation consultant conducting the survey project.**

C. The DEPARTMENT shall be afforded the opportunity to view a list of the buildings selected and an outline for the proposed written report. The DEPARTMENT shall respond to the GRANTEE within 14 days of each submittal with comments. If the

DEPARTMENT has not responded within 14 days, the GRANTEE shall assume that the DEPARTMENT has no comment on the draft submittals.

- D. **INCOMPLETE OR INACCEPTABLE MATERIALS:** Any required materials submitted, which are not considered acceptable or complete will be returned to the GRANTEE for completion within the grant period.
- E. **REIMBURSEMENT:** The GRANTEE will only be reimbursed for preparing acceptable and complete required deliverables submitted during the grant period.
- F. **DEPARTMENT RESPONSIBILITIES:** The DEPARTMENT shall provide the GRANTEE with comments in a timely manner (2 weeks maximum).
- G. **ACKNOWLEDGEMENT:** The BUILDING ASSESSMENT REPORT shall include **in its entirety** the following acknowledgement, disclaimer, and non-discrimination statements:

This survey has been financed in part with Federal funds from the National Park Service, Department of the Interior administered by the Department of Archaeology and Historic Preservation (DAHP) and the City of Everett. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, DAHP, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior or DAHP.

This program received Federal funds from the National Park Service. Regulations of the U.S. Department of Interior strictly prohibit unlawful discrimination in departmental Federally Assisted Programs on the basis of race, color, national origin, age, or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Director, Equal Opportunity Program, U.S. Department of the Interior, National Park Service, 1849 C Street, NW, Washington, D.C. 20240.

H. PUBLIC EDUCATION ACTIVITIES

- 1. The GRANTEE shall conduct at least one public presentation during the grant period subject to the following conditions:
 - a) The purpose of the presentation(s) shall be to present findings of the building assessment project. The GRANTEE/Contractor shall respond to any questions raised by the public.
 - b) The GRANTEE shall notify the DEPARTMENT of the presentation dates and shall be afforded an opportunity to attend.
 - c) Following each public meeting, provide the DEPARTMENT with a summary of the number of participants, comments, and notable conclusions arising from the presentation. This may be in email format.

I. REPORTING ACTIVITIES

1. GRANT ADMINISTRATION: The GRANTEE shall establish and maintain contact with the DEPARTMENT throughout the grant period as to the status of all grant activities by preparing and submitting the requested documents to the DEPARTMENT at the times indicated in the SCHEDULE FOR PROJECT COMPLETION

J. PRODUCTS: The GRANTEE shall at a minimum submit the following products to the DEPARTMENT:

- A. BUILDING ASSESSMENT REPORT as described in A.1 of this Scope of Work.
- B. PUBLIC EDUCATION: One email memo per public meeting summarizing attendance and any notable conclusions from the meeting. Also include the meeting advertisement if applicable.

Attachment #1
Budget

ELEMENT/OBJECT

<i>Salaries</i>	<i>Federal Dollars</i>	<i>Hard Match</i>	<i>Soft Match</i>	<i>Total</i>
500 hrs. at \$43.47 hours / salary		\$21,735.00		\$21,735.00
Benefits				
Indirect %				
Total Element/Object:		\$21,735.00		\$21,735.00

GOODS & SERVICES

<i>Contract Services</i>	<i>Federal Dollars</i>	<i>Hard Match</i>	<i>Soft Match</i>	<i>Total</i>
Consultants	16,000.00			\$16,000.00
Materials/Supplies/Equipment				
Travel				
Total Goods & Services:	\$16,000.00			\$16,000.00

	<i>Federal Dollars</i>	<i>Hard Match</i>	<i>Soft Match</i>	<i>Total Project Cost - 100%</i>
Total Funding Request	\$16,000.00	\$21,735.00		\$37,735.00

Note: Minimum Non-Federal Share REQUIRED is \$0.00. Non-Federal Share expenditures that are presented and that are above the minimum are subject to the conditions of Section 1; T. of this contract. (Specification, assignment, and claim of indirect match to Office of Archaeology and Historic Preservation.)

